Government CAMPUS

Managing performance

Managing the performance of people in your team means much more than simply conducting a year-end review. Nor is it just about dealing with under-performing members of staff. Done properly, managing performance is something which happens on a day-to-day basis and plays a vital part in empowering and motivating team members.

Description

It is a manager's responsibility to ensure that team members are achieving their objectives and working to the required standards. Success in this regard typically depends on ongoing performance conversations, featuring open, honest and constructive feedback.

This topic is designed to help you create the trusting and collaborative working environment within which those conversations can take place. In such an environment, good performance is praised and recognised and those conversations become part of the culture of the team. In addition, there is a reduced likelihood of having to resort to formal action to resolve any performance issues.

What does it involve?

A series of bite-sized online tutorials, lasting no more than 90 minutes in total, will take you through the different components of your performance management responsibilities. This will include an introduction to the Civil Service performance management system, an exploration of what being a performance manager really means and how to manage dips in performance.

The final tutorial comprises an online scenario exercise, within which you can apply what you've learned.

What's the outcome?

This topic will provide you with a range of tools and techniques for actively managing the performance of your team members on an ongoing basis, meaning that there should be no surprises – for either side – when the time comes for formal review discussions.

You'll be shown how to plan and construct evidence-based performance conversations and how to hold individuals to account for their performance. By the end, you should be able to create an inclusive environment that encourages high performing individuals and teams.

Learning activities

Online resources

Online tutorial

Estimated learning time:
1 hour 30 minutes

How to book

learn.civilservice.gov.uk

0203 640 7985
support@governmentcampus.co.uk

Price: Free